

**MONTANA BOARD OF PROFESSIONAL ENGINEERS  
AND PROFESSIONAL LAND SURVEYORS**

301 South Park Avenue  
PO Box 200513  
Helena Montana 59620-0513  
Phone: 406-841-2367 Fax: 406-841-2309  
E-MAIL: [dlibsdpels@mt.gov](mailto:dlibsdpels@mt.gov)  
WEBSITE: <http://www.engineer mt.gov/>

**APPLICATION PROCEDURES FOR:**

**ENGINEER INTERN**

ILLEGIBLE AND INCOMPLETE APPLICATIONS WILL BE RETURNED.

(Please allow 14 days for processing from the date that the Board has received your complete routine application)

**GENERAL INSTRUCTIONS:** An applicant for licensure by exam shall complete the application form in every detail unless otherwise indicated.

**LICENSE REQUIREMENTS**

Applicants for licensure by examination must meet one of the following set of requirements:

1) A graduate of an engineering or engineering technology curriculum of 4 years or more approved by the board. Board will allow students in their last year of school to submit an application and take the examination prior to graduation, but they will not be issued a license until proof of degree awarded is submitted.

2.) A graduate of a related science degree of 4 years or more other than an engineering or engineering technology degree and with 4 years or more of progressive experience in engineering.

**FEES**

Payment of fees shall be by money order, personal check or certified check, payable to the Montana Board of PELS. APPLICATION FEES ARE NON REFUNDABLE. Please do not send cash.

Engineer Intern      \$80.00

**DEADLINE DATES:** Examination candidates with or close to completing an ABET or CEAB degree can be approved in the board office. Those applying with a related science degree must meet the following deadlines.

**JANUARY 15  
APRIL 15  
JULY 15**

**FOR REVIEW AT THE WINTER MEETING FOR SPRING EXAM  
FOR REVIEW AT THE SPRING MEETING FOR FALL EXAM  
FOR REVIEW AT THE SUMMER MEETING FOR FALL EXAM**

## **SUPPORTING DOCUMENTATION**

### **BY EXAMINATION WITH ABET OR CEAB ENGINEERING DEGREE:**

Complete all portions of application unless otherwise noted and make arrangements for the following items to be sent directly to the board office:

**COLLEGE/UNIVERSITY TRANSCRIPTS:** Official transcripts of college credits sent directly to the Board office from the school, college, or university. Transcripts marked "ISSUED TO STUDENT" **will not** be accepted.

## **EXAMINATION DATES AND DISCIPLINES OFFERED**

### **Spring Examination Dates:**

April 22, 2006	April 21, 2007
April 12, 2008	April 25, 2009

### **Fall Examination Dates:**

October 29, 2005	October 28, 2006
October 27, 2007	October 25, 2008

ENGINEER INTERN APPLICATION

Revised 12//2005

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**MONTANA BOARD OF PEPLS**

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Helena MT 59620 - 0513

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(Please allow 14 days for processing from the date that the Board has received your complete routine application)

## APPLICATION FOR ENGINEER INTERN

ENGINEER INTERN \$80.00

If applying during your last year of school, a representative of the school must sign to indicate that core-engineering curriculum has been completed before application is accepted.

School Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

Remaining information to be filled out by Applicant:

Social Security Number \_\_\_\_\_

Full Name \_\_\_\_\_  
Last First Middle

Other Name(s) Known By \_\_\_\_\_

Gender \_\_\_\_\_ Date of Birth \_\_\_\_\_ Foreign ID Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Please indicate you preferred mailing address \_\_\_\_ Home or \_\_\_\_ Business

Residential Information

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Address \_\_\_\_\_

Zip Code \_\_\_\_\_

City, State \_\_\_\_\_

Business (Present Employer) Information

Phone \_\_\_\_\_

fax \_\_\_\_\_

Address \_\_\_\_\_

Zip Code \_\_\_\_\_

City, State \_\_\_\_\_

Business Name \_\_\_\_\_

PLEASE CHOOSE AN EXAM LOCATION \_\_\_\_ BUTTE \_\_\_\_ BOZEMAN \_\_\_\_ HAVRE [spring only]

**All applicants must answer the following questions.**

If you answer "yes", provide a detailed explanation on a separate sheet of paper:

	YES	NO
1. Have you ever previously applied for a license to practice in Montana? If yes, give date, and results.	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you ever been denied licensure or the opportunity to take this profession's licensing examination in any state or country? If yes, attach an official document.	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you ever withdrawn an application for licensure? If yes, please give the state and reasons for withdrawal.	<input type="checkbox"/>	<input type="checkbox"/>
4. Has a licensing agency ever taken adverse or disciplinary action against your license? If yes, attach agency documents filed in the action including all complaints, initiating documents, orders, final orders, stipulations and consent and/or settlement agreements.	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you ever voluntarily surrendered, cancelled, forfeited or failed to renew a license during a disciplinary investigation of your practice, or entered into a consent agreement respecting your license during a disciplinary investigation? If yes, attach a detailed explanation identifying each occasion, the date and the substance of the allegations.	<input type="checkbox"/>	<input type="checkbox"/>
6. Has any legal or disciplinary action been filed against you, which relates to the propriety of, or your fitness to practice this profession (e.g., malpractice, etc.)? If yes, attach a detailed explanation of each instance including the date of claim, name and address of party complaining, name and address of forum or court where claim was filed, docket or claim number and the substance of the allegations.	<input type="checkbox"/>	<input type="checkbox"/>
7. Have you ever been expelled from or asked to resign from any professional organization or been censured by a professional organization of which you were a member? If yes, attach a detailed explanation.	<input type="checkbox"/>	<input type="checkbox"/>
8. Do you have criminal charges pending or have you ever plead guilty, forfeited bond, or been convicted of a crime (Including a plea of no contest or deferred prosecution) whether or not an appeal is pending? You may omit: (1) payment of traffic misdemeanor fines and (2) charges or convictions prior to your 16 <sup>th</sup> birthday. If yes please attach a detailed explanation.	<input type="checkbox"/>	<input type="checkbox"/>
9. Have you any physical or mental condition, which has adversely affected your ability to practice this profession, including but not limited to, a contagious or infectious disease involving serious risk to the public? If yes, attach a detailed explanation.	<input type="checkbox"/>	<input type="checkbox"/>
10. Have you used alcohol or any other mood-altering substance in a manner, which adversely affected your ability to practice this profession? If yes, attach a detailed explanation.	<input type="checkbox"/>	<input type="checkbox"/>

**QUALIFICATIONS USING TO APPLY FOR LICENSURE:(CHECK ONE)**

- ☐ 4 year engineering degree or in the last year of engineering program and approved by school representative
- ☐ 4 year related science degree, 4 years of engineering experience.

**EDUCATION:**

List all colleges, universities, and institutions where you have obtained an official engineering or related science degree. Official transcripts must be sent directly to the Board Office from the college or university. If you are in the final year of school and approved for examination, final transcripts will be required to be issued an Engineer Intern license in Montana.

Name of University or College	City and State/Province/Territory	Dates Attended	Degree Earned

**PROFESSIONAL & CHARACTER REFERENCES:**

Please type or print names and addresses of 3 references.

Name:
Address:
Telephone Number:

Name:
Address:
Telephone Number:

Name:
Address:
Telephone Number:

**ATTENTION:** STUDENTS OR GRADUATES OF ABET OR CEAB ENGINEERING DEGREES! The remaining experience portions of this application are not necessary if you graduated with or will graduate within one year with and ABET OR CEAB engineering degree.

**MONTANA BOARD OF PROFESSIONAL ENGINEERS &  
PROFESSIONAL LAND SURVEYORS**

**Administrative Rules of Montana (ARM) 24.183.702 "CLASSIFICATION OF EXPERIENCE" (1)**

Engineering experience or land surveying experience shall include the following:

(a) Sub-professional experience gained before graduation. This experience shall be credited to the required pre-professional experience at a maximum of one-half the period of experience. Credible experience may include:

- (i) surveying experience, supervised;
- ii) engineering experience, supervised;
- (iii) construction experience, supervised.

(b) Pre-professional experience is four years of total progressive experience, all of which is required to be completed at the time of application. Credible experience may include:

- (i) approved sub-professional experience;
- (ii) progressive experience on engineering/land surveying projects which indicate the experience is of increasing quality and required greater responsibility;
- (iii) experience not obtained in violation of the licensure act;
- (iv) experience gained under the supervision of a licensed professional engineer/land surveyor or, if not, an explanation of why the experience should be considered acceptable;
- (v) credible teaching experience at an advanced level, post graduate or senior graduate, in a college or university offering an engineering curriculum of four years or more that is approved by the board. Land surveying teaching experience shall also be at an advanced level on a land surveying curriculum approved by the board;

(vi) experience gained in engineering research and design projects by members of an engineering faculty, in an engineering curriculum approved by the board;

(vii) successful completion of graduate study leading to the master's degree in engineering, which has followed a baccalaureate degree in engineering, as credit for one year's experience. If the Ph.D. in engineering is completed under the same conditions, two year's total experience may be credited, including the one year credited for the master's degree, in the two year's total. If the Ph.D. is obtained without the master's degree, two year's experience may be credited. All degrees shall have been obtained from colleges or universities with board approved programs.

(2) Experience must be completed at the time of application. Experience time cannot be counted during periods counted for education.

(3) Experience should be gained under the supervision of a registered professional engineer or, if not, an explanation should be made showing why the experience should be considered acceptable.

(4) Upon request by the board, an applicant must demonstrate knowledge of fundamental principles of engineering design and the practical solution of engineering problems.

(5) Land surveying experience must include a substantial portion spent in charge of work related to property conveyance and/or boundary line determination.

(6) Upon request by the board, land surveyor applicants must demonstrate adequate experience in the field aspects of the profession.

(a) Land survey experience such as section breakdowns, retracing old boundaries, establishing new boundaries, corner search and re-establishment, calculations and preparations of certificates of surveys, deed searches and corner recordation, consists of work done under the supervision of a registered professional land surveyor.

(b) Other survey experience is survey work which may or may not be done under the supervision of a registered professional land surveyor. It includes such work as construction layout of buildings and miscellaneous structures; surveys necessary to obtain data and location of highways, roads, pipelines, canals, etc.; construction staking for land modification; and construction staking for highways, roads, utilities, etc. (History: Sec. 37-67-202, MCA; IMP, Sec. 37-67-306, 37-67-309, MCA; Eff. 12/31/72; AMD, 1978 MAR p. 903, Eff. 6/24/78; AMD, 1979 MAR p. 1687, Eff. 12/28/79; TRANS, from Dept. of Prof. & Occup. Lic., C. 274, L. 1981, Eff. 7/1/81; AMD, 1986 MAR p. 1958, Eff. 11/29/86; AMD, 1998 MAR p. 534, Eff. 2/27/98.)

**RESUME OF EXPERIENCE:**

Experience time entered in this portion of the application is defined in ARM 24.183.702 (see page 6).

- a. New applicants must fill out columns (1) and (2) under the "Experience" heading below. Comity applicants must fill out column (3) under the "Experience" heading below. Enter years of experience in years and months. Overtime does not count as extra time.
- b. For new applicants, time in sub-professional work is identified in column (1). Enter the total years of sub-professional work identified in column (1) on Line 5. Then multiply the total sub-professional years by 0.5 and write the result in column (1) Line 7. Sub-professional experience is awarded up to a one year maximum. The value entered in column (1) on Line 7 cannot exceed 1.0 year.

Engagement #	DATES		<b>TITLE OF POSITION &amp; NAME OF EMPLOYER</b>  Denote your title and name of employer in this column. This page of the application is a summary sheet of your experience.  Use extra sheets to explain in detail your experience with each firm. Describe specific projects and your level of responsibility for the project.  The Board will determine from the information presented whether or not you meet Montana's current requirements.	EXPERIENCE Years and months  (Please sum the total years and months of experience at the bottom of this page)				Name, license # and present address of someone familiar with each engagement, preferably by your immediate supervisor.  (Please do not put down deceased persons).
	From	To		(1) Time In sub-prof. work		(2) Time In pre-prof. work		
				Yr	Mo	Yr	Mo	
	<b>PLEASE USE EXTRA SHEETS TO EXPLAIN IN DETAIL</b> If you do not explain in sufficient detail, your application will be returned, and you will be requested to provide a more detailed description of your engineering experience. Explain your engineering experience in detail on the extra sheets.							
1.0			Title:  Name of Employer:					
2.0			Title:  Name of Employer:					
3.0			Title:  Name of Employer:					
4.0			Title:  Name of Employer:					
			<b>Line 5:</b> Total of sub-professional Work					
			<b>Line 6:</b> x	0.5	0.5			
			<b>Line 7:</b> Total of experience time (Maximum of 1 year will be counted for Sub Professional Experience)					

Note: This sheet can be duplicated if more than four (4) engagements.

# Example

## RESUME OF EXPERIENCE

Engagement #	DATES		TITLE OF POSITION & NAME OF EMPLOYER  Denote your title and name of employer in this column. This page of the application is a summary sheet of your experience.  Use extra sheets (see example on following pages) to explain in detail your experience with each firm. Describe specific projects and your level of responsibility for the project.  The Board will determine from the information presented whether or not you meet Montana's current requirements.	EXPERIENCE Years and months  (Please sum the total years and months of experience at the bottom of this page)				Name, license # and present address of someone familiar with each engagement, preferably by your immediate supervisor. (Please do not put down deceased persons).
	From	To		(1) Time In sub-prof. work		(2) Time In pre-prof. work		
				Yr	Mo	Yr	Mo	
PLEASE USE EXTRA SHEETS TO EXPLAIN IN DETAIL If you do not explain in sufficient detail, your application will be returned, and you will be requested to provide a more detailed description of your engineering experience. Explain your engineering experience in detail on the extra sheets.								
1. 0	9/2/99	10/1 2/02	Title: Project Engineer  Name of Employer:  Albany Engineers, Inc.			1	1	John Doe 12345PE 4001 South Park New York New York 10001
2. 0	2/1/97	9/1/9 9	Title: Engineer  Name of Employer:  Bailey Engineers, Inc.			2	7	John Smith 12345PE 1001 South Park Boise Idaho 83900
3. 0	5/1/96	8/30/ 96	Title: Summer Intern Engineer  Name of Employer:  Rocky Exploration, Inc.		4			John Olson 12345PE 3001 South Park Denver Colorado 59000
4. 0	1/2/96	6/1/9 6	Title: Co-op Engineer  Name of Employer:  Bailey Engineers, Inc.		6			John Mitchell 12345PE 1001 South Park Boise Idaho 83900
			<b>Line 5:</b> Total of sub-professional Work	0	10			
			<b>Line 6:</b> x	0.5	0.5			
			<b>Line 7:</b> Total of experience time (Maximum of 1 year will be counted for Sub Professional Experience)	0	5	3	8	



(You may duplicate this sheet with a word processor or copy machine)

Dates of Employment: From: \_\_\_\_\_ to \_\_\_\_\_

Use extra sheets to explain in detail your experience with each firm. Describe specific projects and your level of responsibility for the project. The Board will determine from the information presented whether or not you meet Montana's current requirements.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

# Example

## EXPERIENCE DETAIL SHEET

Engagement #: 1

Title: Project Engineer

Employer: Albany Engineers

Dates of Employment: From: 9/2/99 to 10/12/02

### Description of Duties:

Use extra sheets to explain in detail your experience with each firm. Describe specific projects and your level of responsibility for the project. The Board will determine from the information presented whether or not you meet Montana's current requirements.

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Typical duties included engineering design, issuance of engineering change notices, construction inspection, and oversight of completion of as built drawings McCleod River Bridge Project:

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I was responsible for preliminary design of a bridge to cross the McCleod River where a previous bridge had

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failed. Tasks included design of footings in an area with high clay content soils. Also provided stress and strain analysis of bridge components.

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McCleod County Irrigation Project: I was responsible for design of an irrigation system covering 160 acre area. I calculated water

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requirements, pump requirements and specified piping for the project. The project was constructed and performed as designed.

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### **AFFIDAVIT**

I authorize the release of information concerning my education, training, record, character, license history and competence to practice, by anyone who might possess such information, to the Montana Board of Professional Engineers and Professional Land Surveyors.

I hereby declare under penalty of perjury the information included in my application to be true and complete to the best of my knowledge. In signing this application, I am aware that a false statement or evasive answer to any question may lead to denial of my application or subsequent revocation of licensure on ethical grounds. I have read and am familiar with the applicable licensure laws of the State of Montana and instructions to applicants for licensing. I accept the rules and procedures outlined in these documents as the basis for my application.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

#### **For a verification upon oath or affirmation**

State of \_\_\_\_\_  
(County) of \_\_\_\_\_

Signed and sworn to (or affirmed) before me on \_\_\_\_\_ by  
(name(s) of person(s) making statement) \_\_\_\_\_

\_\_\_\_\_  
(Signature of notarial officer)